



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Administrative Analyst 3, Infor Systems [Classified Competitive]			Salary P26 \$64,677.10 - \$92,011.81
Posting Number 106-17	Position Number 096232	Number of Positions 1	Posting Period * From: 6/23/2017 To: 7/7/2017
Location: Health Facility Survey & Field Operations 120 So. Stockton Street, P.O. Box 367 Trenton, New Jersey 08625-0367			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Develops complex relational database queries spanning multiple state and federal databases. Resolves questions from nursing home (NH) staff regarding errors in reporting Minimum Data Set (MDS 3.0) on residents and Nursing Home Compare five star rating system. Implements and manages Salesforce solutions: manages users and implements workflow modifications as appropriate; writes complex SQL queries, designs excel pivot tables, consolidates legacy databases; uses administrator privileges to modify screens and fields; establishes users with appropriate privileges; aids users; queries applications. Documents all work. Attends all nationwide federal MDS 3.0 and ASPEN training; participates in nationwide calls monthly. Resolves ePOC issues and maintains federal server.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE

Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

LICENSE

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTHFEL@doh.nj.gov
- Mail the required documents to:
**Christine Pogorzelski, Administrative Assistant 2
Health Facilities Evaluation and Licensing
Reference Posting #106-17
New Jersey Department of Health
PO Box 367
Trenton, NJ 08625-0367**

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dpf-663.dot).

* Responses received after the closing date MAY be considered if the position is not filled.

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.